



1220 West Vliet Street, 2nd Floor
Milwaukee, WI 53205
Telephone: 414-289-6973

Governor Scott Walker
Secretary Eloise Anderson

Division of Early Care and Education
Milwaukee Early Care Administration

Dear Provider:

As a provider in Milwaukee County, you are given the opportunity to have any payments received from the State of Wisconsin Shares program deposited directly into the bank or credit union of your choice. By doing this, your money is deposited electronically in the bank or credit union and you do not have to wait for the mail to receive your check. If the printing of checks is delayed for any reason, your money will be in the bank or credit union readily available to you. By using direct-deposit, the possibility of a lost, stolen or forged check is virtually eliminated. You may choose to direct-deposit your payments into either a checking or savings account in a bank or credit union **ONLY**. We are unable to direct-deposit your payments into a debit or credit card account.

In order to take advantage of direct-deposit, you must completely fill out the "Electronic Funds Transfer Authorization" (EFT) form and attach a voided check or a letter from the bank or credit union giving the routing number, account number, account name, and type of account, on the bank's or credit union's letterhead. After completing this form and attaching the appropriate information, please drop off the information to the address below:

Milwaukee Early Care Administration
1220 West Vliet Street, 2nd Floor, East End
Milwaukee, WI 53205

It is very important to include your name, complete address, provider number, and location on this form. Bring your picture identification when returning the EFT form.

The direct-deposit will begin with the second payment after submitting the EFT form.

If you have any questions, please feel free to contact your provider liaison.

DCF is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format, or need it translated to another language, please call (414) 289-6973 or (888) 692-1382 TTY (Toll Free). For civil rights questions call (608) 422-6889 or (866) 864-4585 TTY (Toll Free).